

# CERAMIC SHOP RULES

Please respect the Making Center staff and follow directions at all times.

## Follow Shop Etiquette.

### Respect the shop staff by following instructions and shop rules.

We ask that you comply by **first following any direction given to you by staff**. You may always (and are encouraged to) ask questions later, once you have followed the instructions given to you.

### Do not disrupt the workflow or education of other students.

Examples of disruptions include: Entering a shop during a class you are not enrolled in, touching/moving other students' work without permission, creating noise deemed unreasonable/ excessive/ distracting to others, storing communal tools and supplies on your personal shelf.

### Treat facilities and equipment safely, and with care.

All tools and equipment must be cleaned and sanitized after use, and returned on time. Tool checkouts do not last overnight. *The University reserves the right to hold students financially responsible for all losses and damages to university property.*

### Use only one workstation at a time.

For example, if you are working on a wheel, please clean up your work on the communal table, so that other students can use that space.

### Do not leave your work area/ projects unattended.

Leaving the shop for periods longer than 15 minutes means cleaning up and checking out so others may use it.

### You must be checked into the shop to be working there during Open Task Time.

## Safety Protocols

### Follow dress code and PPE guidelines.

Proper masks are required, and must be covering both nose and mouth at all times. No open toe shoes or heels. All long hair must be tied back, and hanging accessories must be removed.

Gloves and aprons are not required, but they are highly recommended.

Certain machines require certain types of PPE to safely operate (e.g. gloves/ goggles/ KN95s). Please refer to the vinyl safety stickers located on each machine to identify the required PPE for that tool.

### Do not use outside materials without prior approval

If the material you wish to use is not categorized as banned or approved, obtain an SDS label from the supplier, and fill out the Outside Material Form. If you store outside materials in the shop, they must be thoroughly labeled in accordance with OSHA's Hazard Communication Standard (HCS)

### Never work on equipment or enter shops that you are not oriented for.

Students must first complete the online and in person orientations for any shop they want to work in. If you do not have access to a shop, you may not enter that the shop.

Equipments that require orientation beyond Tier 1: Pottery Wheel, Jigger Jolley Wheels, Slip Casting Table & Band Saw.

### Dust control

All powdered materials, dry sanding must be handled on the downdraft /under the updraft unit with gloves and a N95 dust mask (provided by the studio upon request).

### Wheel Safety:

DO NOT remove bat pins from the wheel head.

When using the wheel, always check-out and utilize a Throwing Bat. Do not attempt to throw directly on the wheel head.

## Kiln and Firing Safety

### Never enter the kiln room / disrupt the technicians when they are loading or unloading the kiln.

This is a very delicate and physically taxing process, it is incredibly important that technicians not be disturbed during this time. *Do not disrupt the technicians or enter/ attempt to enter the Kiln room unless it is a true emergency.*

### NEVER touch, open, or place your hand inside a kiln.

This is a serious infraction and could lead to immediate removal from our shops. The only persons authorized to operate the kilns are the Making Center Staff who work in the Wet and Ceramic Shops.

### Never place someone else's work to be fired on a firing shelf for them

This is especially true if you are doing this for someone who does not have access to the ceramic studio.

### Do not place any outside materials on the shelf to be fired without first gaining approval from staff.

Materials that are the wrong cone bloat, slump, and melt onto the firing shelf, seriously damaging the kiln and the work around it. If you want to use low fire clay or glazes, please speak with a technician.

Never place any outside materials to be fired without first gaining approval from staff, and placing your work on a firing tray.

### Build and Glaze your work responsibly.

Building solid or trapping air in greenware will lead to explosions, which damages the kiln and other student's work around it.

Do not leave glaze on the bottom, or layer too much on. If your work runs and ruins our kiln shelves, you will be asked to scrape them yourself.

If this continues to happen, it may lead to an interruption.

### Always place your work on the correct firing shelf

Do not place your work on the wrong firing shelf. We cannot tell and it may lead to your work being fired incorrectly. This includes placing work on a shelf for a class you are not in, or on a "glaze shelf" if your work is meant to be bisque fired, or vice versa. *If you are unsure, ask a tech.*

### Once your work is out of the kiln, you must move it to your own storage within the week.

Abandoned work will be discarded regularly throughout the semester.

## Clean up often, completely, and on time.

### You are responsible for every work area that you used (including communal ones)

Wet wipe down and clean up ALL surfaces or workstations you used (including wedging, slip-casting tables and glazing station), and check the floor for liquid and or dust. Do this once when you are done working at that particular space, and check again before you leave.

### Dispose of materials correctly:

Do not pour out clay and glaze in the sink. Recycle unfired and uncontaminated clay in our clay recycling buckets.

NEVER throw fired clay into our clay recycling system. this can contaminate all of our clay, and becomes a hazard to other students as they wedge.

### Return all borrowed tools, equipments, and materials.

Tools, equipments and chairs go back into their designated spaces before you leave. Everything must be cleaned and sanitized before they are returned.

### Exit the shops (Casting and Ceramics) before the official closing time.

## Storage

### Shelf Check Out: Shelves must be renewed /cleared each week.

Students may only rent out ONE space at a time

Active Projects (works in progress) only

Please, do not contact the wet shop and ask us to renew your shelf for you

Students enrolled in a Ceramic Class may not hold a check out shelf